

ROUTING AND RECORD SHEET

SUBJECT: (Optional)

FROM:

SSA/DDA
7D18 Hqs Bldg.

EXTENSION

NO.

DDA 82-0395

DATE

11 February 1982

TO: (Officer designation, room number, and building)

DATE

RECEIVED

FORWARDED

OFFICER'S INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

1. Deputy Director for Administration

11/2

cy put in HPSCI
budget book

2. ADDA

2-12

2. to 3.:

3. DDA

2-12

Copies are attached for OL, OF, and OTE if you wish to send them.

4.

5.

6.

7.

8.

9.

10.

11.

12.

13.

14.

15.

DD/A REGISTRY

FILE: 58 1-1

SECRET

DDA 82-0395
11 February 1982

MEMORANDUM FOR: Deputy Director for Administration

FROM: [REDACTED]
Special Support Assistant to the DDA

SUBJECT: Observations Regarding Support to Covert
Actions [REDACTED]

Harry,

In my talks with some of the Area Division Support Chiefs I have come upon a number of items which we should keep in mind as we go through our process of improving our overall support to DDO covert action activities. At this point they are nothing more than thoughts and I am not suggesting any specific course of action other than to be mindful of the needs.

- Compartmentation and bigot lists have a reverse impact upon efficiency. DDS&T solves this problem by staffing each project with the required numbers and skills of people needed. In that manner they maintain proper compartmentation, but also create the staffing necessary to get the job done.
- [REDACTED]
- We may also need to increase the cadre of personnel who are capable of making these kinds of procurements. [REDACTED] is great, but he cannot do it all.
- Space is critical. [REDACTED] particularly require additional space. Many of these individuals are working extraordinarily long hours in extremely cramped quarters.
- [REDACTED] require more Finance and Log expertise to handle the sizeable increase in covert activity. The optimum solution would be to put

SECRET

25X1 SUBJECT: Observations Regarding Support to Covert Actions

Finance and Log expertise in each of the P&L programs. The size of the new projects in these Divisions clearly exceed the current support staff capability.

- ° The shortage of clericals is acute. They project a need of 20 additional clericals between now and summer. 25X1
- ° TDY arrangements should be used by DDA components to enable individuals to be exposed to the conditions and the operational climate which exists in these covert action areas if we are going to gradually recapture the capability of supporting large projects of this nature.
- ° Our Oversight Committees appear to continue to insist that any increase in staffing will be only for operational personnel and only at overseas locations. These Committees, and possibly those in the Agency who make presentations to these Committees, need to understand that any significant increase in overseas operational activity requires supporting personnel both at Headquarters and overseas installations, and some of these support personnel must be in the DDA disciplines.

25X1 °

- ° A number of personnel are being placed in the field to support covert action operations, prior to the establishment of positions. These positions eventually will be language designated positions and the individuals assigned will have the language necessary, but we will have to recognize the need to start paying Language Incentive Awards immediately upon arrival rather than awaiting the formal establishment of positions.
- ° We should anticipate a need for expanding our tutorial training program for those requiring special training or for those who must be trained outside the normal institution. I would hope OTE is looking over the roster of retirees for possible quick rehiring action.

SECRET

~~SECRET~~

25X1 SUBJECT: Observations Regarding Support to Covert Actions

- We must continue to put pressure on the DDO and the DDO components to overcome their understandable and natural reluctance to increase the size of support functions to take care of their increased operational activity.

25X1

25X1



~~SECRET~~